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ADMINISTRATIVE-INTERNAL USE ONLY

This Notice is Current Until Rescinded

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE  
NO. 10-37 REVISED

SECURITY  
7 August 1981

REQUEST FOR SPECIAL ACCESS APPROVAL  
FORM 2018 AND 2018a

RECISSION: NPIC NOTICE No. 10-37, dated 9 March 1981

1. Requests for Special Access Approvals, not to include "Q" Clearances, should be submitted for staff employees on Form 2018a, dated March 1976 and for contractors on Form 2018, dated July 1976. Multiple requests for one person can be submitted at one time on the same form. The Following instructions explain each entry required on the form. Questions should be referred to the Security Division on extension 3546.

2. INSTRUCTIONS: (see examples attached)

a. Form 2018a (For Staff Employees)

ITEM: 1-5. These items are self-explanatory. Date and place of birth is not necessary; submit if available. SSN must be submitted.

6. ORGANIZATION Enter "CIA" or "DIA"

7. COMPONENT Enter "DDS&T" or for DIA enter "DB-5"

8. SUB-DIVISION Enter "NPIC"

9. Approval by NPIC Group/Staff Chief. Please type name and title in designated block.

10. Approval by Director, NPIC. Please type name and title in designated block.

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11. ACCESSES REQUESTED Use proper digraphs only. Do not use the complete project code names. See page 4 for examples.
12. JUSTIFICATION Special access approvals are granted when the project officer, project manager or component manager becomes convinced that the need to know exists. Establishing the need to know is the sole responsibility of the requestor.

Normally, justifications prepared on Form 2018a or 2018 should be unclassified. If classification is necessary, the entire justification should be prepared on a separate sheet of paper which is attached to the Form 2018 or 2018a. In such a case, "See attached classified justification" should be entered on the form. Such an attachment will require that the form be appropriately classified according to HHB 70-2, paragraph 12F.

Entries such as "duties require" or "to perform duties" are unacceptable as justification. Instead of stating that the subject will have access, the justification should explain why the subject needs access. Visits to restricted sites, mandatory attendance at restricted meetings, source analysis and administrative handling are common justifications. In justifying requests for operational approval, it must be demonstrated that in-depth access is required for aspects such as concepts, designs, specifications, performance, adaptability, and improvements. It is often significant to clearly state why the product approval is inadequate or inappropriate while the corresponding operational approval is necessary.

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13. Signature of project control officer, project manager or component manager. In case of a new EOD, personnel officer is required.
14. REQUESTOR'S MAILING ADDRESS Should read "IN600 - Building 213".
15. SIGNATURE Should read "NPIC Security Division".

b. Form 2018 (For Contractor Employees)

ITEM: 1-5. These items are self-explanatory. Date and place of birth is not necessary; submit if available. SSN must be submitted.

6. ORGANIZATION and ADDRESS Company Name and Address.
7. POSITION Job title.
8. ACCESSES REQUESTED Use proper digraphs only.
9. PHASE Enter "III".
10. CONTRACT No. Not necessary; enter if known.
11. JUSTIFICATION See justification above under 2018a.
12. REQUESTING OFFICIAL Sponsor's signature.
13. CONCUR/APPROVED Type in name and title of appropriate NPIC Group/Staff Chief.
14. CONCUR/APPROVED Type in name and title of Director, NPIC.

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## 3. ROUTING SLIPS: (Form 610)

Requests for special access approvals should be accompanied by a routing slip when requesting one or more of the following approvals.

a.	SI, TK, LAC, HX, DA		STAT
	1. NPIC/SD	1N600	
	2. OS/SRD	GE-31	Headquarters
	3. OS/CD-6	3E-29	Hq (for 2018a)
	or OS/CD-4	3E-29	Hq (for 2018)
	4. OS/CIB	207	Jefferson Bldg.
b.	BYC, GAM		STAT
	1. NPIC/SD	1N600	
	2. DDS&T/SMS	6E-38	Headquarters
	3. OS/SRD	GE-31	Headquarters
	4. OS/CD-6	3E-29	Hq (for 2018a)
	or OS/CD-4	3E-29	Hq (for 2018)
	5. OS/CIB	207	Jefferson Bldg.
c.	KE		STAT
	1. NPIC/SD	1N600	
	2. KPG/SS	516	Chamber of Commerce
	3. Dir/KPG	516	Chamber of Commerce
	4. OD&E/SS	6B00	Headquarters
	5. DD/OD&E	6B00	Headquarters
	6. OS/SRD	GE-31	Headquarters
	7. OS/CD-6	3E-29	Hq (for 2018a)
	or OS/CD-4	3E-29	Hq (for 2018)
	8. OS/CIB	207	Jefferson Bldg.
d.	TK/O		STAT
	1. NPIC/SD	1N600	
	2. D/TCO/CIA	3E-65	Headquarters
	3. OS/SRD	GE-31	Headquarters
	4. OS/CD-6	3E-29	Hq (for 2018a)
	or OS/CD-4	3E-29	Hq (for 2018)
	5. OS/CIB	207	Jefferson Bldg.

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e. All Studies, NA

1. NPIC/SD	1N600	<input type="text"/>
2. OD&E/SS	6B00	Headquarters
3. OS/SRD	GE-31	Headquarters
4. OS/CD-6	3E-29	Hq (for 2018a)
or OS/CD-4	3E-29	Hq (for 2018)
5. OS/CIB	207	Jefferson Bldg.

STAT

f. All Others

1. NPIC/SD	1N600	<input type="text"/>
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25X1

4. Center Routing Slip (Form 100)

25X1

The request for special access approvals should be forwarded via Center Routing Slip from the Group/Staff offices to the Executive Officer, NPIC, and Chief, Security Division/SS.

STAT

Attachments:

Form 2018a and Form 2018

Distribution: B

<b>REQUEST FOR SECURITY ACCESS APPROVAL</b>		<div style="border: 1px solid black; display: inline-block; padding: 2px;">FILE</div>	
SUBJECT'S NAME (last,first,middle) <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; text-align: center; line-height: 30px; margin: 5px auto;">1</div>		DATE <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; text-align: center; line-height: 30px; margin: 5px auto;">2</div>	
DATE OF BIRTH (da,mo,yr) <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; text-align: center; line-height: 30px; margin: 5px auto;">3</div>		PLACE OF BIRTH <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; text-align: center; line-height: 30px; margin: 5px auto;">4</div>	
ORGANIZATION AND ADDRESS SUBSIDIARY OF: <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; text-align: center; line-height: 30px; margin: 5px auto;">5</div>		BIO DATA ATTACHED ON FILE SOCIAL SECURITY NO. CODE (CIB USE) <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; text-align: center; line-height: 30px; margin: 5px auto;">6</div>	
POSITION <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; text-align: center; line-height: 30px; margin: 5px auto;">7</div>		SECURITY APPROVAL IS REQUESTED FOR SUBJECT'S ACCESS TO PHASE <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; text-align: center; line-height: 30px; margin: 5px auto;">8</div> CONTRACT NO. <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; text-align: center; line-height: 30px; margin: 5px auto;">9</div> AND/OR PROJECT(S) JUSTIFICATION: <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; text-align: center; line-height: 30px; margin: 5px auto;">10</div>	
REQUESTING OFFICIAL <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; text-align: center; line-height: 30px; margin: 5px auto;">11</div>		APPROVED HQS. PROJECT OFFICER DATE <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; text-align: center; line-height: 30px; margin: 5px auto;">12</div>	
T0: Chief, CIB (Thru appropriate approving officers) DATE <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; text-align: center; line-height: 30px; margin: 5px auto;">13</div>		Notes: PROCESS ACCESS APPROVAL(S) CHANGE STATUS FROM _____ TO _____ CANCEL REQUEST DATED _____ CANCEL APPROVAL (Never briefed) DEADLINE DATE _____ HEADQUARTERS SECURITY OFFICER	
CONCUR APPROVED SIGNATURE and TITLE DATE <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; text-align: center; line-height: 30px; margin: 5px auto;">14</div>		APPROVED SIGNATURE and TITLE DATE	
CIB INDEX SEARCH T0: Chief, CD/I & CB FOR ACTION INDICATED ABOVE CHIEF, CIB DATE		T0: Chief, CIB CASE NO. _____ BIDATED (Julian) _____ SECURITY ACCESS APPROVAL(S) REQUESTED ABOVE GRANTED. PLEASE RECORD AND ADVISE REQUESTER. C/I & CB DATE	
T0: Headquarters Security Officer SECURITY ACCESS APPROVAL(S) GRANTED. ADVISE CIB WHEN BRIEFING CONDUCTED. APPROVAL WILL BE CANCELLED IF CIB NOT ADVISED OF BRIEFING WITHIN 120 DAYS OF DATE SET OUT IN THIS BLOCK AND WILL REQUIRE REVALIDATION IF AGAIN REQUIRED SEE ATTACHMENT CHIEF, CIB		NOTE: ATTACHED COMMENTS	

CLASSIFY AS APPROPRIATE

<b>SPECIAL ACCESS APPROVAL</b> (Submit original and five copies to CIB/SSC)				FILE WHEN INITIALED DATE OF REQUEST <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">1</div>	
SUBJECT'S NAME (Last, First, Middle) <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">2</div>			SSN <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">3</div>		
DATE OF BIRTH (Da Mo Yr) <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">4</div>		POSITION <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">5</div>		CODES BELOW ARE FOR CIB USE ONLY	
ORGANIZATION <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">6</div>		CODE 		COMPONENT <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">7</div>	
CODE 		CODE 		SUB-DIVISION <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">8</div>	
<b>TO: CHIEF, CIB THRU THE APPROPRIATE APPROVING AND CONCURRING OFFICERS</b>					
APPROVED 		CQO/CIA 		DATE 	
APPROVED 		TCO/CIA 		DATE 	
APPROVED 		DDS&T 		DATE 	
APPROVED 		C/SSC 		DATE 	
CONCUR 		BCO-TCO/OD&E 		CODE 	
CONCUR 		DD/OD&E 		DATE 	
CONCUR 		APPROVED 		DATE 	
CONCUR 		APPROVED 		DATE 	
CONCUR 		APPROVED 		DATE 	
CONCUR 		APPROVED 		DATE 	
SECURITY APPROVAL IS REQUESTED FOR SUBJECT'S ACCESS TO <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">11</div> AND/OR PROJECT'S _____ PHASE III. JUSTIFICATION: <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">12</div>					
<div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">13</div>					
REQUESTER'S MAIL ADDRESS (Room and Building) <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">14</div>				SIGNATURE <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">15</div>	
<b>CIB INDEX SEARCH</b>					
<b>TO: CHIEF, CD/I&amp;CB</b> FOR ACTION INDICATED ABOVE					
<div style="text-align: right;">         CHIEF, CIB _____          DATE _____       </div>					
<b>TO: CIB</b> CASE NO. _____ BI DATE (Julian) _____ SECURITY ACCESS APPROVAL(S) REQUESTED ABOVE GRANTED. PLEASE RECORD AND ADVISE REQUESTER.					
<div style="text-align: right;">         CD/I&amp;CB _____          SIGNATURE _____          DATE _____       </div>					
<b>TO: REQUESTER</b> <div style="display: flex; align-items: center; justify-content: space-between;"> <div style="width: 20%;"> <input type="checkbox"/> SUBJECT HAS BEEN APPROVED  <input type="checkbox"/> ADVISE CIB DATE BRIEFED  <input type="checkbox"/> ARRANGE WITH SSC FOR BRIEFING         </div> <div style="width: 60%; text-align: right;">         DATE _____          CHIEF, CIB SIGNATURE _____       </div> </div>					